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<p>5 PROCESSING, PRESERVING AND STORING CONVICTED OFFENDER BLOOD SAMPLES</p> <p>5.1 Each blood sample is assigned a unique DNA number by the DFS. Prior to the year 2000, each number starts with the last two digits for the year (e.g., “99” for 1999). Including and after the year 2000, each number starts with the first two digits of the year followed by the last digit of the year (e.g., 202 for 2002). The year designation is subsequently followed by a dash and a 5 digit number which increases consecutively throughout the year (e.g., 202-00198, represents the 198th blood sample received in 2002). Thus, each year the prefix changes to match that of the year and the 5 digit number following the year prefix starts with -00001 again and increases consecutively throughout that year.</p> <p>5.2 Prior to processing a blood sample, the convicted offender information associated with the sample will be checked against the information in the DNA Data Bank tracking computer to ensure that a sample from the offender has not previously been submitted to the DFS. If the sample is a duplicate of a sample that has already been received by the DFS, this will be noted on the right side of the DNA Data Bank Samples Submission Form and initialed by the individual verifying the information. Subsequently the duplicate samples will be discarded.</p> <p>NOTE: DISPOSABLE GLOVES, DISPOSABLE LABORATORY COAT, FACE MASK AND SHEILD MUST BE WORN WHEN HANDLING BLOOD SAMPLES!</p> <p>5.3 Two DNA Data Bank staff members, one with the racks of samples and the other with the accompanying DNA Data Bank Samples Submission Forms, will simultaneously place identical barcodes on the blood tubes, on the DNA Data Bank Samples Submission Form beside the corresponding sample information, on the stain card and the sample envelope. Duplicate samples only need the barcode applied to the sample tube and the submission form, not a stain card or envelope. These staff members will verify that the barcode labels on the tubes match the corresponding data on the DNA Data Bank Samples Submission Forms and that the information contained on the form is identical to that on the corresponding sample and when appropriate, that the subject’s Department of Corrections (DOC) number appears on the form. This verification will be documented on the form using a stamp containing the wording “Verified By <u>(initials)</u>”. Both DNA Data Bank staff members will initial the form. The Code of Virginia §19.2-310.3 (Appendix A) requires that each sample be labeled with the following information:</p> <p>5.3.1 Subject’s name</p> <p>5.3.2 Name of the person collecting the sample</p> <p>5.3.3 Subject’s social security number</p> <p>5.3.4 Name of the facility where the sample was collected</p> <p>5.3.5 Subject’s date of birth</p> <p>5.3.6 Date of sample collection</p> <p>5.3.7 Subject’s race</p> <p>5.3.8 Subject’s gender</p>	

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5.4	If any of the information is missing or differs on the blood sample and the corresponding DNA Data Bank Samples Submission Form, the procedures outlined below will be followed.	
5.4.1	The problem will be noted on the DNA Data Bank Samples Submission Form and initialed by the person noting the problem.	
5.4.2	If information is missing or discrepant information is observed and the blood sample is received from either a jail or a DOC facility, the facility will be contacted to obtain the correct information or will be sent the letter found in Appendix C, Form Letters, DB-1: Offender Blood Letter.	
5.4.2.1	If a letter is sent to the submitting agency, the DNA Data Bank staff member will access the "Problem Letter Applications Program" and check the field "Felon Letter (Blood)" to obtain the electronic version of the Offender Blood Letter. While the form letter is on the computer screen, as represented in the diagram below, the user will enter the DNA sample number and to whom the letter will be addressed into the appropriate designated fields. In addition, the user will check the "Information On The Blood Tube Differs From The Information On The Submission Sheet", "Incomplete Information On The Blood Tube", or "Incomplete Information On The Submission Sheet" box depending on the circumstances, as well as check the field with the blank message field specified for "Comments" and type in the discrepant information.	
5.4.2.1.1	To generate the form letter containing only the information in the category(ies) selected, the user will click on the "Create Letter" tab. The "Problem Letter Applications Program" will automatically add the agency name and address and the name of the convicted offender to the form letter.	
5.4.2.1.2	The letter will be printed on plain paper, then provided to the DNA Data Bank Supervisor for review and signature before the letter is mailed. The "Problem Letter Applications Program" will automatically generate the letterhead portion of the form letter. In addition, a copy of the DNA Data Bank Samples Submission Form with the appropriate information highlighted will accompany the form letter.	
5.4.2.1.3	A copy of this letter will be retained in the DNA Data Bank "PROBLEM LETTER" notebook.	
5.4.2.1.4	Once the correct information is received the person making the correction will initial and date the correction on the DNA Data Bank Samples Submission Form.	
5.4.2.2	If a phone call is made to the submitting facility, the person making the correction will initial and date the correction on the form. In addition, the caller will document on the back of the submission form the name of the person who provided the corrected information, the date the information was provided, the initials of the person making the correction on the form, and the date the correction was made with reference to the appropriate DNA Data Bank sample number.	

The screenshot shows a web-based form titled "Felon Letter (blood)". At the top, there are three radio buttons: "Arrestee Letter", "Felon Letter (buccal swab)", and "Felon Letter (blood)". Below these are two input fields: "Sample Number:" and "Addressed to (Complete name)". Further down are "Dear:" and "Copy to:" fields. A list of checkboxes follows, each with a corresponding problem description:

- ☐ Blood sample not delivered
- ☐ Illegible handwriting on submission form
- ☐ Information on the blood tube differs from the information on the submission sheet
- ☐ Incomplete information on the blood tube
- ☐ Incomplete information on the submission sheet
- ☐ Chain of custody not filled out completely
- ☐ Incomplete agency address
- ☐ Agency phone number not provided

 There are also three empty checkboxes below the last one. At the bottom right, there is a "Create Letter" button.

5.5 The DNA Data Bank staff member verifying the subject's name, name of the person collecting the sample, subject's social security number, name of the facility where the sample was collected, subject's date of birth, date of sample collection, subject's race, and the subject's gender will ensure that the sample has been submitted to the DFS within 15 days of withdrawal as required by the Code of Virginia §19.2-310.3 (Appendix A). If more than 15 days have elapsed between sample withdrawal and submission to DFS the procedures outlined below will be followed.

5.5.1 The problem will be noted on the front of the DNA Data Bank Samples Submission Form and dated and initialed by the person noting the problem.

5.5.2 A phone call will be made to the submitting agency regarding the problem. The phone call will be documented on the back of the DNA Data Bank Samples Submission Form, listing the problem, the date, the name of the person contacted, and the initials of the person making the contact. **DO NOT DISCARD THIS SAMPLE THE SAMPLE SHOULD BE ALIQUOTED ONTO A STAIN CARD.**

5.5.2.1 The letter found in Appendix C, Form Letters, DB-1: Offender Blood Letter, will be sent as a follow-up to the phone call. The DNA Data Bank staff member will access the "Problem Letter Applications Program" and check the field "Felon Letter (Blood)" to obtain the electronic version of the Offender Blood Letter. While the form letter is on the computer screen, as represented in the diagram above, the user will enter the DNA sample number and to whom the letter will be addressed into the appropriate designated fields. In addition, the user will check the "Blood Sample Not Delivered..." box.

5.5.2.2 To generate the form letter containing only the information in the category(ies) selected, the user will click on the "Create Letter" tab. The "Problem Letter

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<p>Applications Program” will automatically add the agency name and address and the name of the convicted offender to the form letter.</p> <p>5.5.2.3 The letter will be printed on plain paper, then provided to the DNA Data Bank Supervisor for review and signature before the letter is mailed. The “Problem Letter Applications Program” will automatically generate the letterhead portion of the form letter. In addition, a copy of the DNA Data Bank Samples Submission Form with the appropriate information highlighted will accompany the form letter.</p> <p>5.5.2.4 A copy of this letter will be stored in the DNA Data Bank “PROBLEM LETTER” notebook.</p> <p>5.6 The DNA Data Bank staff members verifying the subject’s name, name of the person collecting the sample, subject’s social security number, name of the facility where the sample was collected, subject’s date of birth, date of sample collection, subject’s race, and the subject’s gender will ensure that all samples submitted from juveniles meet the requirement of “fourteen years of age or older at the time of the commission of the offense” as required by the Code of Virginia §16.1-299.1 (Appendix A). If it appears that a sample was submitted from a juvenile who was under fourteen years of age at the time of the commission of the offense, the procedures outlined below will be followed.</p> <p>5.6.1 The problem will be noted on the DNA Data Bank Samples Submission Form, dated and initialed by the person noting the problem.</p> <p>5.6.2 A phone call will be made to the submitting agency or Clerk of the Court to verify the juvenile offender’s age at the time of the commission of the offense. The phone call will be documented on the back of the DNA Data Bank Samples Submission Form listing the problem, the date, the name of the person contacted, and the initials of the person making the contact. and a reference to the appropriate DNA Data Bank sample number.</p> <p>5.6.3 If the juvenile offender was under the age of fourteen at the time of the commission of the offense the sample and associated paperwork will be destroyed. No identifying information will be entered into the DNA Data Bank tracking computer. The comments “JUVENILE SAMPLE UNDER THE AGE OF 14” will be entered into the “Remarks” section of the tracking computer.</p> <p>5.6.3.1 The destruction of the sample will be witnessed and documented on the Sample and Records Destruction Form, DB-5, found in Appendix E. The documentation will include the initials of the individual who destroyed the sample and the date, as well as the initials of the individual who witnessed the destruction.</p> <p>5.6.4. The Counsel for the Division of Forensic Science will be notified of the sample destruction. The Division’s Counsel will subsequently send the Clerk of Court a letter of notification that the sample was not a legal sample and has been removed from the Virginia DNA Data Bank. A copy of the letter, along with the Sample and Records Destruction Form, will be maintained by the DNA Data Bank in the “Juvenile Sample Destruction Book” notebook.</p> <p>5.7 Two members of the DNA Data Bank staff (referred to below as staff member #1 and staff member #2) are required to preserve the DNA Data Bank blood samples.</p>	

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5.8	Prior to sample processing, blue pads will be placed on top of the table where the convicted offender samples are processed. The blue pads will ensure ease of cleanup after the aliquoting process has been completed.	
	CAUTION! EACH STAFF MEMBER MUST WEAR A DISPOSABLE LAB COAT, DISPOSABLE GLOVES (DOUBLE-GLOVING IS RECOMMENDED), FACE MASK AND SHIELD WHEN ALIQUOTING THE BLOOD SAMPLES ONTO STAIN CARDS. THESE PRECAUTIONS MUST BE TAKEN PRIOR TO SAMPLE PRESERVATION.	
5.9	The procedure outlined in the following section is a documented witness procedure. Both staff members can aliquot the blood samples and use each other as the witness.	
5.10	Preserving Liquid Blood Samples on Stain Cards	
5.10.1	Safety and Other Considerations	
5.10.1.1	Perform the procedure on a clean flat surface.	
5.10.1.2	Perform the procedure in a well ventilated area.	
5.10.1.3	Avoid drafty areas and areas subject to temperature and/or humidity extremes.	
5.10.1.4	Wear a disposable laboratory coat, gloves (double gloves are recommended), face mask and shield.	
5.10.1.5	Disinfect all surfaces and tools with a 10% solution of commercial bleach.	
5.10.1.6	Wash hands with soap and water immediately after removing gloves.	
5.10.1.7	Change gloves frequently to avoid cross-contaminating samples and when they become contaminated with blood.	
5.10.1.8	Uncap and aliquot samples onto the appropriately labeled bloodstain cards one at a time to prevent sample cross-contamination and/or mix-up.	
5.10.2	Supplies	
5.10.2.1	Bloodstain cards – Whatman WB100014	
5.10.2.2	Disposable transfer pipettes	
5.10.2.3	Kimwipes	
5.10.3	Procedure For Preserving Liquid Blood Samples on Stain Cards	
5.10.3.1	Prior to opening the blood vial, the barcode on the blood vial will be compared to the barcode on the stain card. This process will be witnessed.	
5.10.3.2	Mix the blood in the tube by gently inverting the tube several times.	

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<div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 10px;"> <div style="width: 25%; font-weight: bold;">CAUTION:</div> <div style="width: 75%;"> <p>WHEN MIXING THE SAMPLES, TAKE CARE THAT THE STOPPER DOES NOT BECOME DISLODGED FROM THE TOP OF THE TUBE.</p> </div> </div> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 10px;"> <div style="width: 25%; font-weight: bold;">5.10.3.3</div> <div style="width: 75%;"> <p>UNCAP THE TUBE SO AS TO PREVENT ANY CONTAMINATING SPATTER THAT MAY OCCUR AS THE SUCTION IS BROKEN IN THE TUBE. A Kimwipe may be useful for covering the cap while it is being twisted off of the tube.</p> </div> </div> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 10px;"> <div style="width: 25%; font-weight: bold;">5.10.3.4</div> <div style="width: 75%;"> <p>Using a clean disposable transfer pipette for each blood sample, transfer the blood from the tube to the appropriately labeled stain card. ONLY ONE SAMPLE WILL BE HANDLED AT A TIME.</p> </div> </div> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 10px;"> <div style="width: 25%; font-weight: bold;">CAUTION:</div> <div style="width: 75%;"> <p>DO NOT OVER-SATURATE THE CARD (POOLING, DRIPS AND SPILL-OVER CAN OCCUR).</p> </div> </div> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 10px;"> <div style="width: 25%; font-weight: bold;">5.10.3.5</div> <div style="width: 75%;"> <p>Immediately following the aliquoting of a blood sample onto a stain card, place the blood vial and disposable transfer pipette in a biohazard waste bin.</p> </div> </div> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 10px;"> <div style="width: 25%; font-weight: bold;">5.10.3.6</div> <div style="width: 75%;"> <p>Place the stain cards into racks and place the racks in the bio-safety hoods to complete the drying process overnight.</p> </div> </div> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 10px;"> <div style="width: 25%; font-weight: bold;">5.10.3.7</div> <div style="width: 75%;"> <p>After all stain cards have been placed into the racks in the bio-safety hoods, remove the blue pads and place them in a biohazard waste bin. Disinfect the table surface using a 10% solution of commercial bleach.</p> </div> </div> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 10px;"> <div style="width: 25%; font-weight: bold;">5.10.3.8</div> <div style="width: 75%;"> <p>The initials of the two DNA Data Bank staff member who conducted the aliquoting process will be documented on the DNA Data Bank Samples Submission Form. The documentation will be conducted using a stamp containing the wording “Aliquoted By <u>(initials)</u>” and “Verified By <u>(initials)</u>”. In addition a stamp containing the wording “Tube Sealed <u>(initials)</u>” will also be used to indicate that all the tubes received were sealed.</p> </div> </div> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 10px;"> <div style="width: 25%; font-weight: bold;">5.10.3.9</div> <div style="width: 75%;"> <p>Once the stain cards have COMPLETELY DRIED (minimum time required is overnight), each stain card will be placed into its correspondingly labeled envelope.</p> </div> </div> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 10px;"> <div style="width: 25%; font-weight: bold;">5.10.3.10</div> <div style="width: 75%;"> <p>The envelopes will be placed in numerical order in a numbered storage box.</p> </div> </div> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 10px;"> <div style="width: 25%; font-weight: bold;">5.10.3.11</div> <div style="width: 75%;"> <p>Box numbers are assigned in advance to each group of 250 samples. This information is found in the DNA Data Bank “STORAGE BOX” log book.</p> </div> </div> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 10px;"> <div style="width: 25%; font-weight: bold;">5.10.3.12</div> <div style="width: 75%;"> <p>The box to which each sample is assigned for storage is maintained with the sample information in the DNA Data Bank tracking computer to ensure ease in locating each sample.</p> </div> </div> <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 10px;"> <div style="width: 25%; font-weight: bold;">5.10.3.13</div> <div style="width: 75%;"> <p>Once the box is filled, the convicted offender samples are immediately placed into the DNA Data Bank Sample Storage Room.</p> </div> </div> </div> </div> </div> </div></div></div></div></div></div></div></div></div>	

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<div data-bbox="430 275 553 306">5.10.3.14</div> <div data-bbox="625 275 1533 344">The data from the submission forms will be entered into the DNA Data Bank tracking computer using the DNAWEB Applications manual.</div> <div data-bbox="1458 447 1549 478">◆END</div>	